

## CITIZENS SERVICES DIVISION FREDERICK COUNTY, MARYLAND

### *Human Relations Commission*

520 North Market Street • Frederick, Maryland 21701  
301-600-1109 • FAX: 301-600-2085 • TTY: Use Maryland Relay  
[www.FrederickCountyMD.gov](http://www.FrederickCountyMD.gov)

January 30, 2013

#### COUNTY COMMISSIONERS

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Dear Human Relations Commission Supporter:

The Frederick County Human Relations Commission is preparing for its annual Celebration of Human Rights Achievement program. This event recognizes and celebrates County residents, businesses, organizations, and students for their commitment to increase diversity awareness and ending discrimination. The program will be held on **Monday, April 15, 2013, 6:30 p.m. at Dutch's Daughter, 581 Himes Avenue, Frederick, MD 21703**. The theme for this year's program is "In Remembrance of Lord D. Nickens: A Great Pillar of Character".

We would love to have you join us for this celebration. Tickets to the event are \$30 each. Your check should be made payable to the **Board of County Commissioners**, and **include HRC Awards Program in the memo section**. Payment should be forwarded to the Frederick County Human Relations Department, 520 North Market Street, Frederick, MD 21701. Please confirm your attendance by April 1, 2013.

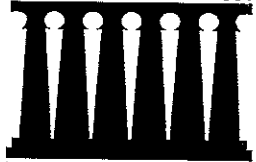
One student from each public high schools in Frederick County, Maryland School for the Deaf, and Saint John's Catholic Prep will be presented with the Henry L. Templeton Student Excellence Award (\$100 cash scholarship) at the event. All student nominations will be received from the Principal of the school they attend. Our goal is to publicly acknowledge those students who support human rights and thank them for their efforts. To that end, we are asking the community to help support the expense of the youth component of the awards program.

For a contribution of \$75.00, sponsors will help underwrite the cost for one student awardee and a parent or guardian to attend the program. In return, sponsors will receive recognition in the souvenir program booklet (if requested), one ticket to attend the event, and the opportunity to be seated at a student awardee's table (if requested). Please use the same payment information as instructed above.

Regarding the adult awards -- please consider helping us to select the winners of the Theodore W. Stephens Lifetime Achievement Award, the Human Relations Award, and the Lord D. Nickens Community Service Award by submitting your nomination to the address above by April 1, 2013. Please see attached document for more information regarding these awards.

We look forward to recognizing youth and others who are making positive contributions in our community. If you have any questions please contact Denise Smith of the Human Relations Department at 301.600.1109.

#### **CHARACTER COUNTS!**



JOSEPHSON INSTITUTE OF ETHICS <sup>SM</sup>

TRUSTWORTHINESS • RESPECT  
RESPONSIBILITY • FAIRNESS  
CARE • CITIZENSHIP

CHARACTER COUNTS! and the Six  
Pillars of Character are service  
marks of the CHARACTER  
COUNTS! Coalition, a project of the  
Josephson Institute of Ethics.  
[www.charactercounts.org](http://www.charactercounts.org)

Finally, we ask that you help us promote this celebration by placing an announcement about the program in your newsletter or other internal communications. Should you wish to further financially assist the HRC, you (your organization or business) may consider placing an ad in our souvenir program booklet. Please submit your camera-ready ad to Denise Smith at the above address or at [dsmith5@frederickcountymd.gov](mailto:dsmith5@frederickcountymd.gov) by April 1, 2013. We are very proud of the local contributions made toward diversity awareness in Frederick County, and we want to share their accomplishments with the community.

Your support is greatly appreciated!

Sincerely,

*Angela Spencer*

Angela Spencer, Chairman  
Frederick County, Human Relations Commission

Enclosures: (1) Information on how to Purchase a Program ad  
(2) HRC Awards Nomination Information

# Frederick County Human Relations Commission

## Request For Nominations

*Nomination Deadline: April 1, 2013*

**NOMINATIONS ARE BEING REQUESTED FOR THE  
FOLLOWING 2011 HUMAN RELATIONS AWARDS:**

**\*The "Theodore W. Stephens Lifetime Achievement Award"**

*A Human Relations Award to an Individual*

**\* The "Lord D. Nickens Community Service Award"**

*A Service Award to an Organization or Individual*

**\* "Human Relations Award"**

*A Human Relations Award to a Business*

***All awards will be presented at the HRC's Annual  
Human Rights Achievement Program***

**April 15, 2013**

**Dutch's Daughter  
581 Himes Avenue  
Frederick, Maryland 21703**

**Doors will open at 6:00 p.m., the program will begin at 6:30 p.m.**

**Send Your Nomination To:**

**The Human Relations Commission Community Relations Committee  
c/o Human Relations Department**

**520 North Market Street**

**Frederick, MD 21701**

**Office: 301-600-1109, Fax 301-600-2085,**

**Dial 1-800-201-7165 for Maryland Relay Services**

***Please contact the Human Relations Department at the telephone number above  
for ticket information***

## **Minimum and Sample HRC Award Criteria**

### **Theodore W. Stephens Lifetime Achievement Award**

Presented to an individual with 7-10 or more years of community service and residency in Frederick County, and who has made a significant contribution toward eliminating discriminatory practices in Frederick County, and promotion of cultural awareness and inclusion of the disenfranchised and the poor in the life of the community.

In honor of a former Frederick County Department of Human Relations Director, Theodore W. (Steve) Stephens, the Frederick County Human Relations Commission established this award to recognize an individual from our community. Mr. Stephens was a man who lived his good deeds, helping his church and his community to end discriminatory practices based on race, age, sex, religion, marital status, national origin or disability in housing, employment and public accommodations. The recipient of this award will have made a significant contribution toward eliminating discriminatory practices in Frederick County over a substantial period of time and promoted cultural awareness and inclusion of the disenfranchised and poor in the life of the community.

### **Lord D. Nickens Community Service Award**

Presented to an individual or organization that has demonstrated a strong commitment and record of achievement in promoting affirmative action, cultural diversity and inclusion within the community

Examples of actions or accomplishments of nominee should include one or more from the following.

- Equal opportunity or civil rights outreach and education
- Mentoring, intern, apprenticeship opportunities
- Support of school or community based equity or multi-cultural programs
- Granting time off opportunity for employees to support youth, adult disadvantaged or special populations
- Special programs or training opportunities to create preparedness for people to obtain housing, residential loans, employment or successful retail experiences
- Description of other special services provided to Frederick County citizens and residents
- Citizenship or English language learning opportunities

### **Human Relations Award**

Presented to a local business.

Examples of actions or accomplishments of nominee should include one or more of the following.

- Improved use of services by target population(s)
- Exemplary staff training requirements/opportunities
- Developed local training videotapes/films to support harassment, barrier free customer service or workplaces
- Voluntary accessibility enhancements above minimum requirements
- In-roads to promoting, hiring of people from previously underrepresented groups in the workplace (race, age, sex, national origin, disability, religion, marital status)
- Demonstrable outcomes from the work products of a diversity committee
- Innovative approaches to establishing a diverse customer base
- Exemplary career path, promotional opportunities to utilize the potential of under represented groups in supervision and management
- Other related exemplary performance

# HRC 2013 Award Nomination Form

(Please complete a separate form for each nomination)

Awards for which this nomination is submitted:

- ☐ Theodore W. Stephens Lifetime Award
- ☐ Lord D. Nickens Community Service Award
- ☐ Human Relations Award

1. Nominators name, address, telephone number, e-mail address and fax number:

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2. Nominees name, address, telephone number, e-mail address and fax number:

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3. Check those characteristics that best describe the nominee:

\_\_\_\_ Works in the for-profit arena

\_\_\_\_ Paid staff non-profit

\_\_\_\_ Volunteer/community service

\_\_\_\_ One-time notable project that impacts the local community or has measurably contributed to Frederick County's reputation in diversity, community building or intergroup relations.

\_\_\_\_ Ten years or more of community service in Frederick County.

4. Attach a brief statement describing the reason for this nomination.

5. Attach a resume and references for the nominee. Send to Frederick County Human Relations Commission, 520 North Market Street, Frederick, MD. 21701. For more information, please call 301-600-1109 or dial 1-800-201-7165 for Maryland Relay Services.